

Selection & Allocation Policy

Tower Homes provides affordable home ownership for people who would not otherwise be able to buy their own home. We give high priority to applicants who, by buying, will free up a public sector home for re-letting to a homeless household or applicants on local authority housing waiting lists. We also give priority to key workers to assist with recruitment and retention issues.

In selecting applicants and allocating homes, we will treat everyone fairly and in accordance with our equal opportunities policy.

Criteria for Selection

We aim to sell to first time buyers able to afford the cost of shared ownership but unable to buy a suitable home in any other way.

Applications may also be considered from people who have previously owned their own home if they would otherwise qualify and if they:

- owned a home with a partner and that relationship broke down.
- need to move into an area because of their job and cannot afford to buy outright.
- are shared owners whose income has fallen and they could only stay as home owners by moving to a smaller, cheaper home.
- are shared owners whose family has grown but who cannot afford to buy outright.
- are currently living in unsatisfactory rented accommodation or able to demonstrate housing need.
- are a priority under a scheme such as Key Worker Living.

Household income requirements will differ from scheme to scheme in line with prevailing house prices, the equity shares we have for sale and in certain instances local authority policy.

Before we offer our homes for sale, all applicants who appear to meet the basic criteria are required to attend a financial interview. Here we undertake a detailed financial assessment to satisfy ourselves that the applicant should be able to sustain ownership of their shared ownership home in the long term and will not be critically affected by fluctuations in interest rates.

We also check other application information such as identity and residence.

Purchasers need to be at least 18 years old to obtain a mortgage.

Allocation Criteria

Except for homes funded on the basis that specific groups will be prioritised (eg., Key Worker Living), we will make offers of homes according to the following priority order unless the local authority/sub regional policy differs:

- Council and housing association tenants who, by buying, would vacate a rented home and who live in the borough or sub region in which the scheme is located or have a local connection.
- Key workers as identified by the local authority in the areas we operate in.
- Applicants registered on a council waiting list.
- Tenants of short term housing managed by a council or housing association.
- People living in tied accommodation from which they have to move.
- People having to move to an area because of employment reasons.
- People with a demonstrated housing need (overcrowding, poor housing conditions, split families, medical reasons, harassment etc.)
- People renting in the private sector or living with family or friends.
- Council, housing association or co-operative tenants who, by buying, would vacate a rented home, but who live outside the borough.

In deciding how homes will be offered, we will take the following factors into account:-

- The applicant's preference.
- Household size. Applicants will normally be offered a home with up to one bedroom over and above their current needs.

Evidence of a residence order may be required if any dependents don't live with the applicant permanently.

All allocations decisions are recorded on our database and must be authorised by either the head of sales and marketing, sales manager or sales team leader.

We rely on accurate information being supplied by applicants when making allocation decisions. We will withdraw any offer made if information is found to be misleading or incorrect. The head of sales and marketing will be responsible for the final decision. In the event of a dispute the matter can be referred through Tower's complaints procedure.

Through the Data Protection Act 1988 applicants have the right to see any personal information we hold on our computer system.